

The Air Force Manpower Agency (*fact sheet*)



The Air Force Manpower Agency, located at Randolph Air Force Base, Texas, is a field operating agency that reports directly to Headquarters U.S. Air Force's Directorate of Manpower and Organization. The agency plays a key role in measuring and documenting the Air Force's manpower requirements.

Mission

The Air Force Manpower Agency determines manpower requirements for wartime and home-station capabilities that support Air Force concepts of operation. AFMA partners with CONOPS champions, capability-lead agents, functional representatives and commanders at all levels to improve mission performance and resource efficiency. The agency helps the Directorate of Manpower and Organization implement competitive sourcing and commercial activities programs, and it assists Air Force functional communities and field units in carrying out the competitive sourcing process. AFMA also supplies critical support in many other areas: provides manpower and management consultation services to Air Force senior leaders and functional communities, develops guidance for the Air Force Effects Management Program, serves as executive agent for the Air Force Performance Measures Reporting System, and manages the Innovative Development through Employee Awareness (IDEA) program, Best Practices and Air Force-wide performance awards programs. In addition to being the executive agent for Air Force-wide manpower data systems, the agency also develops programming tools, organizational and process-related standards, organizational staffing requirements and resource allocation studies.

Organization

AFMA has one squadron and four divisions, each with its own scope of operations and responsibilities. The agency also has other operating locations at Washington, D.C., Fort Detrick, Md., and McGhee Tyson Air National Guard Base, Tenn.

1st Manpower Requirements Squadron

The 1st Manpower Requirements Squadron quantifies total force manpower requirements for the Air Force. The squadron's overall mission is to maximize total force effectiveness and efficiency by conducting Capability-Based Manpower Determinants studies with up-to-date management engineering techniques. These studies support the Air Force chief of staff's vision to capture expeditionary, wartime, and home-station capabilities and are guided by Air Force concepts of operations. The 1st MRS helps Air Force senior leaders use their manpower resources more effectively, which gives them the leverage to properly balance manpower for all Air Force organizations. The 1st MRS also conducts short-notice, high-visibility manpower studies as directed by the Air Force's director of manpower and organization.

Performance Management Division

The Performance Management Division is the focal point for many manpower programs and functions as the “arms and legs” of the Air Force’s director of manpower and organization. The division manages the Air Force Effects Management Program, develops manpower programming tools for Air Force-wide resource allocation and conducts the biennial Air Force Climate Survey. The division also manages the Air Force’s military grades, the Innovative Development through Employee Awareness (IDEA) program, the Air Force Best Practices Clearinghouse, and five Air Force organizational performance awards including the Air Force Chief of Staff Team Excellence Award.

Competitive Sourcing Division

The Competitive Sourcing Division provides technical guidance and support for strategic sourcing preliminary planning studies and Office of Management & Budget Circular A-76 competitive sourcing studies for Air Force leaders at all levels. This support includes technical guidance, data validation, policy development and review, staff assistance visits and special projects. The Competitive Sourcing Division manages the Air Force’s portion of both the Department of Defense’s Commercial Activities Management Information System and the Inherently Governmental and Commercial Activities inventory. In addition, the division also manages Air Force-wide training quotas for several A-76 courses at the Defense Acquisition University at Fort Belvoir, Va.

Headquarters Support Division

The Headquarters Support Division provides quality assurance for manpower determinant studies and technical guidance to major commands, sister services and contractors developing manpower determinants. The division maintains a manpower “tool box” with software that supports various studies, and it maintains Air Force forms that support all management engineering study methodologies and techniques. The division also plans and schedules all Capability-Based Manpower Determinants, as well as special and commercial activity studies. In addition, its readiness section provides deployment training for manpower personnel and acts as the focal point for wartime readiness issues. The division also updates Air Force Instruction 38-201 and Air Force Manual 38-208, and it maintains a publication library for all approved Air Force and MAJCOM manpower determinants.

Information Systems Division

The Information Systems Division is responsible for AFMA’s information technology operations, manpower and organization’s systems life-cycle management, as well as program management of the Logistics Composite Model. Information technology operations encompass local area network operations and management, information assurance, software and hardware inventory control, automated data processing equipment modernization, telephone operations and information management. Systems life-cycle management’s responsibilities include M&O enterprise architecture management, planning and requirements analysis for legacy software applications, future software development projects and enterprise information systems/technology portfolio management.